



JOB DESCRIPTION

Job Title:	Head of Swimming	Department:	PE
Hours of Work:	Monday-Wednesday 11:00-18:00, Thursday 09:00-16:00, Friday 16:00-18:00		
Responsible To:	Director of Sport	Responsible For:	N/A

Summary of Role:

A dynamic swimming coach, who will lead and develop the swimming programme throughout the school.

Specific Responsibilities:

1. To teach classes within Games afternoons as allocated by the Director of Sport.
2. To plan and prepare schemes of work and lessons thoroughly, according to department and school policies.
3. To coordinate a full and varied swimming fixture programme, which includes competitive opportunities for all age groups and organising entry into National and County Galas where appropriate.
4. To lead and organise the weekly fixtures and training days including communication of logistics and staffing, catering and transport.
5. To manage relationships with external clubs and sponsors.
6. To contribute to the GCSE PE programme on either theory or practical components as required by the Director of Sport.
7. To offer a suitable staff swimming session for staff well-being.
8. To communicate with pupils, staff and parents with regards to swimming related queries and the weekly publication of results including contributions to the school website and other social media feeds.
9. To manage pupils' behaviour and promote a working atmosphere in lessons by following department and school policy.
10. To support the department's work by contributing to initiatives and taking on such administrative responsibilities which are reasonably allocated by the Director of Sport.
11. To manage the swimming budget, undertake regular equipment audits and ensure all equipment is safe and fit for purpose.

PERSON SPECIFICATION

Essential	Desirable
Operational Excellence	
<ul style="list-style-type: none"> • A well-qualified swimming coach • Strong coaching/performing background in swimming. • Fluent and accurate written and spoken English. • Excellent ICT skills. • Ability to confidently run galas at all levels. 	<ul style="list-style-type: none"> • Experience in biathlon
Personal Behaviours	
<ul style="list-style-type: none"> • A good communicator who can inspire an interest in the subject. • The ability to work as part of a busy team. • High standards and able to bring out the best in pupils. • Positive and proactive; able to solve problems. 	<ul style="list-style-type: none"> •
Ethos and Whole School Values	
<ul style="list-style-type: none"> • Committed to operating as part of the School community. • Committed to the Sacred Heart Values. • Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care. 	<ul style="list-style-type: none"> •
Safeguarding and Pastoral	
<ul style="list-style-type: none"> • To be aware of the responsibility for personal health and safety as well as that of others in undertaking your duties as a Swimming Coach. • Committed to safeguarding and promoting the welfare of children and young people. • A satisfactory Enhanced Disclosure from the DBS. 	<ul style="list-style-type: none"> •